

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-011T OPENING DATE: 05 JAN 2007 CLOSING DATE: 26 JAN 2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
TOOL & PARTS ATTENDANT, WG-6904-05, R09316

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE: \$14.00 - \$16.34 PH	SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X)
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LOCATION OF POSITION:

WESTERN ARMY AVIATION TRAINING SITE (WAATS), MARANA, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard and be able to qualify for the following AFSC/MOS/AOC/BRANCH:
EMCF: 13, 14, 63, 77, 88, 92

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive an Indefinite Appointment upon return of incumbent. May not convert to Permanent status. If a Permanent technician is selected, they will receive the appropriate temporary action. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: This position is subject to working a night shift.

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

NOTE: THIS VACANCY ANNOUNCEMENT IS AN AMENDMENT OF VACANCY ANNOUNCEMENT NUMBER 06-345T. CANDIDATES WHO APPLIED FOR VACANCY ANNOUNCEMENT NUMBER 06-345T WILL BE CONSIDERED FOR 07-011T, AND NEED NOT REAPPLY.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to set up and efficiently operate a tool room to include an effective check out system and location ID.
2. Ability to set up and operate a storage and issue system for supplies.
3. Ability to identify and select items for issue.
4. Knowledge of issue items and ability to recommend substitutes/interchangeable items.
5. Ability to determine when tools and parts should be routed to shops for test, repair, or calibration.
6. Knowledge of administrative procedures used within the supply field to include requisition of parts and equipment using current regulations.
7. Ability to input and retrieve data from ARMMIS, FEDLOG, ULLS-A systems.
8. ****Ability to communicate effectively both orally and in writing.****

SPECIALIZED EXPERIENCE: Must have 12 months experience in verifying stock by opening, counting and visually checking the contents of the containers; experience in establishing stock location by considering such factors as use, size, shape and weight of items; experience in identifying correct nomenclature and stock number of items in order to locate stock for issue; experience in completing stock records by showing the names, quantities and locations of stock; experience in inventory of stock; experience in performing maintenance such as replacing wooden handles or handsaws, changing blades on power saws, and greasing or oiling power and hand tools.

BRIEF JOB DESCRIPTION: This position is located the Western Army Aviation Training Site. Its purpose is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. May direct and oversee the work of other assigned lower graded personnel where the function is too small to support a full supervisor. Identifies user's tools, parts, equipment, and requirements and requisitions stock as needed. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-of-repair, issue, and turn-in records maintained in the tools and parts room. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Receives a wide variety of supplies and specialized items requiring special handling. Searches for identifying or management data on items of supply. Edits supply transactions, or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable.

SELECTING SUPERVISOR: LTC MARK W. WEISS